AMERICA'S SBDC TEXAS SOUTH-WEST

DEL MAR COLLEGE

REGULATORY COMPLIANCE GUIDE FOR STARTING A BUSINESS

DEL MAR COLLEGE
SMALL BUSINESS DEVELOPMENT CENTER

Physical: 3209 S. Staples St., Corpus Christi, Texas 78411
Mailing: 101 Baldwin Blvd., Corpus Christi, Texas 78404
(361) 698-1021
www.delmar.edu/sbdc

Serving Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, and San Patricio Counties

Building the Texas Economy ***One Business at a Time!***

BUSINESS REGISTRATION

There are **two ways** to establish your business in the state of Texas: **state and local filings**.

- **State-level filings** are handled through the Texas Secretary of State's Office and include the "LLC" and "Corporation" business structures. These filings can be completed through an online service called SOSDirect, which is found on the Texas Secretary of State's website under "Business Services."

- **Assumed Name Certificate:** Businesses conducting business in a county **must check** with the County Clerk's Office for an Assumed Name Certificate "DBA" (**Doing Business As**). This certificate is valid for up to **10 years** from the date of filing.

In both instances, **it is necessary to perform a name search to determine if the desired name for your business is available for use.**

Building Inspections: A *Certificate of Occupancy* is a crucial document that is issued by a **local** government agency certifying that a building complies with all applicable building codes and is safe for its intended use (residential, commercial, or mixed-use).
It is required for new construction, changes in tenancy, or significant remodeling.

Home Office / Zoning Regulations: Cities regulate the types of businesses that can be operated from a residence. Generally, "paperwork" businesses are allowed, with restrictions (e.g.)

- No business signage in the yard.
- No more than **one employee** outside the household.
- Most of the home must remain used as a residence.
- No in-home product sales or storage of goods for sale.

Always verify **zoning regulations** with your **local City Planning Office *before*** signing a lease or purchasing property.

Health Department: Any business that sells food or beverages must be inspected by the Health Department in order to receive a *Food Establishment License* and/or permit. For safety purposes, **food handlers and managers** are required to complete approved training and obtain the appropriate certifications.

State regulations for businesses cover: taxes, licensing, labor, environmental rules, and consumer protection, varying by state, but generally require registration, specific permits (like health or seller's permits), adherence to labor laws (minimum wage, safety), tax compliance (sales, income, payroll), and environmental standards, with detailed guidance often available from state economic development or Secretary of State offices.

Disclaimer: The information contained in this document is provided for general informational purposes only and does not constitute legal advice. For advice specific to your situation, please consult a qualified attorney or the appropriate government agency

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** & County Clerk Office

Brooks County Courthouse
100 E. Miller Street
Falfurrias, TX 78355
(361) 325-5604

County Clerk
100 E. Miller Street
Falfurrias, TX 78355
(361) 325-5604 x 4

Building Inspections (*Certificate of Occupancy, Permits, Planning & Zoning and Fire Department)*
City of Falfurrias
120 W. Rice St.
Falfurrias TX 78355
(361) 325-2420

Building Inspections (*Certificate of Occupancy, Permits, Planning & Zoning and Fire Department)*
Public Works
625 N. St Marys Street.
Falfurrias, TX 78355
(361) 325-2140
Health Department *(Food Establishment License & Permit)*
(361) 325-2140

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** & County Clerk Office

Duval County Courthouse
400 E Gravis
San Diego, TX 78384
(361) 279-6208

County Clerk
400 E Gravis
San Diego, TX 78384
(361) 279-6272/6274

City Hall (*Permits and Licenses*)
City of San Diego
404 S. Mier St.
San Diego Tx 78384
(361) 279-3341

Building Inspections: (Certificate of Occupancy), **Fire Department & Home Office** (Planning & Zoning)
City of Freer
304 S. Main St
Freer, TX 78357
(361) 394-6612

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** County Clerk Office

Jim Wells County Courthouse
200 N Almond St, Ste. 103
Alice, TX 78333
(361) 668-5702

County Clerk
200 N Almond St, Ste. 103
Alice, TX 78333
(361) 668-5702, Press 3

City of Alice
500 E. Main St.
Alice Tx 78332
(361) 668-7210

Code Enforcement: (Building Inspection (*Certificate of Occupancy, Zoning, & Health Permits,*
(361) 668-7250

Fire Department
(361) 664-3111

City of Orange Grove
310 W. Pundt Ave.
Orange Grove, TX 78372
(361) 384-2322

City of Premont
200 S. Agnes St.
Premont, TX 78375
(361) 348-2022

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** County Clerk Office

Kleberg County Courthouse
700 E. Kleberg Ave.
Kingsville, TX 78363
(361) 595-8548

County Clerk
700 E. Kleberg Ave.
Kingsville, TX 78363
(361) 595-8548

Building Inspections *(Certificate of Occupancy)*
City of Kingsville
400 W. King Ave.
Kingsville, TX. 78363
(361) 595-8040

Planning & Development Services *(Code Compliance, Permit & Planning)*
410 W. King St.
Kingsville, TX 78363
(361) 595-8055

Health Department: (*Food Establishment License & Permit)*
3421 N. FM 1355
Kingsville, TX 78363
(361) 592-3324 /3325

Fire Department (*Inspection*)
119 N. 10th Street
Kingsville, TX 78363
(361) 592-6445

****BUSINESS REGISTRATION** (*Assumed Name Certificate* known as a **DBA**) County Clerk Office

Live Oak County Courthouse
301 Houston Street RM 105
George West, TX 78022
(361) 449-2733

County Clerk
301 Houston Street RM 105
George West, TX 78022
(361) 449-2733 ext. 3
Includes: (*City of **Three Rivers**, TX 78071)*

Live Oak County Health Depart.
301 Houston Street
George West TX 78022
(361) 449-2733 Ext. 101

City of George West
406 Nueces St.
George West TX 78022
(361) 449-1556

Code Enforcement Department (*Permits, Inspections, & Licenses*)
406 Nueces St.
George West TX 78022
(361) 449-1556
Includes: *City of **Three Rivers**, TX 78071*

City of Three Rivers
105 N. Harborth Ave.
Three Rivers, TX 78071
(361) 786-2528

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** County Clerk Office

McMullen County Courthouse
501 River Street
Tilden, TX 78072
(361) 274-3900

County Clerk
501 River Street
Tilden, TX 78072
(361) 274-3215

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** County Clerk Office

San Patricio County Courthouse
400 W Sinton Street, Rm.124
Sinton, TX 78387
(361) 364-9300

County Clerk
400 W Sinton Street, Rm.124
Sinton, TX 78387
(361) 364-9350
Includes: (*The City of* ***Mathis***)

San Patricio County (*Fire Marshal*)
219 W. 5th Street Building 7
Sinton, TX 78387
(361) 587-3558

City of Sinton
301 East Market Street
Sinton, TX 78387
(361) 364-2381

Code Enforcement (*Code of Ordinances, Planning & Fire*)
301 East Market Street
Sinton, TX 78387
(361) 364-2381

City of Ingleside
2671 San Angelo
Ingleside, TX 78362
(361) 776-2517

Building Permits (*Development Services, Code of Ordinances, Registrations, Permits & Forms*)
2671 San Angelo
Ingleside, TX 78362
(361) 776-3815

City of Portland
1900 Billy G. Webb Drive
Portland, TX 78374
(361) 777-4500

Building & Development Services (*Inspection & Certificate of Occupancy, Planning & Zoning*)
City of Portland Annex
601 Moore Avenue
Portland, TX 78374
(361) 777-4550

City of Taft
230 Green Ave.
Taft, TX 78390
(361) 528-3515

Building Permits (*Planning & Zoning, Certificate of Occupancy*)
Application

City of Mathis
411 E. San Patricio Avenue
Mathis, TX 78368
(361) 547-3343

****BUSINESS REGISTRATION (***Assumed Name Certificate* known as a **DBA)** County Clerk Office

Nueces County Courthouse
901 Leopard Street
Corpus Christi, TX 78401
(361) 888-0111

County Clerk
Nueces County Courthouse
901 Leopard St.
2nd Floor Rm. 201
(361) 888-0580

Robstown Satellite Office
710 E. Main St.
Robstown, TX 78380
(361) 767-5230

Environmental and Consumer Health (*Inspect Food Service Establishment, Trucks & Temporary Events, Class & Food Handlers Permits)*
1702 Horne Rd.
Corpus Christi, TX 78416
(361) 826-7222

Applications, Permits and Guidance*,(Code Compliance, Zoning*)
Business & Development
2406 Leopard Street
Corpus Christi, TX 78408
(361) 826-3240

Documents & Forms Online

Department Ombudswoman
Yvette-Wallace
yvettedo@cctexas.com
Responsible for assisting customers with all issues on permitting

Special Event Permits & Planning & Facilities Rentals
Parks and Recreation
1406 Martin Luther King Drive
Corpus Christi, TX 78401
(361) 826-3411

Fire Department
2406 Leopard, Suite 300
Corpus Christi, TX 78408
(361) 826-3900

City of Port Aransas
710 W. Avenue A.
Port Aransas, TX 78373
(361) 749-4723

Development Services (*Code Enforcement, Permits, Planning & Zoning*)
710 W. Avenue A.
Port Aransas, TX 78373
(361) 749-4111 Ext. 234

Fire Marshal
(361) 500-7578

City of Robstown
101 E. Main Street
Robstown, TX 78380
(361) 387-4589

Building & Development Department (*Building Inspections FAQ, Permit Application, Planning & Zoning)*
101 E. Main St.
Robstown, TX 78380
(361) 387-4589 (option 5)

Code Enforcement Division *(Zoning Regulations)*
101 E. Main
Robstown, TX 78380
(361 387-4589 Ext. 1130

Health Department (Health & Food Vendor Permits)
101 E. Main Street
Robstown, TX 78380
(361) 387-4589 (option 5)

Fire Department *(Certificate of Occupancy, and Annual Inspections on Businesses)*
516 E. Avenue B
Robstown, TX 78380
(361) 387-2522

TEXAS SECRETARY OF STATE: The Secretary serves as Chief Election Officer for Texas, assisting county election officials and ensuring the uniform application and interpretation of election laws throughout Texas. **The Office of the Secretary of State also provides a repository for official and business and commercial records required to be filed with the Office.** The Secretary publishes government rules and regulations and commissions notaries public. The Secretary also serves as keeper of the state seal and attestor to the Governor's signature on official documents.

Texas Secretary of State
The Office of the Texas Secretary of State
1019 Brazos St.
Austin, TX 78701
(512) 463-5555

In-Person Services
400 W. 15th Street
Austin, TX

Direct Business Filing (Online) **(SOSDirect)**

Business Services

Formation of Texas Entities FAQs
Answers to the ***Frequently Asked Questions (FAQs)*** are provided for informational purposes and are not intended to provide legal advice or to substitute for the advice of an attorney. If you have specific legal questions, consult your attorney.

TEXAS SECRETARY OF STATE: New Beneficial Ownership Information Reporting (BOIR) requirement: Under the Federal Corporate Transparence Act (CTA), are effective January 1, 2024
Overview

For additional information, please review the **Financial Crime Enforcement Network** (FinCEN) resources:
General Information (Home page)
Frequently Asked Questions
Reporting Rule Fact Sheet
Contact Page

TEXAS ALCOHOLIC BEVERAGE COMMISSION (TABC): regulates all aspects of the alcoholic beverage industry in Texas, duties through licensing, taxation, inspection, and enforcement of laws related to the manufacturing, sale, distribution, and possession of alcohol. This office can help with licensing and permits, enforcement, and audit and investigations.

San Antonio Regional Office (Region 5)
4242 E. Piedras Drive
Suite 200
San Antonio, TX 78228
210-713-1720

Tabc.texas.gov

Services
FAQs
TABC Offices are open by appointments only

TABC Education Center
Corpus Christi Office
5656 South Staples St.
Suite 222
Corpus Christi, TX 78411
210-731-78411

TABC Education Center
- This page provides TABC license & permit holders with required courses.

TEXAS DEPARTMENT OF PUBLIC SAFETY (DPS): handles diverse state-level public safety roles, primarily in Texas, focusing on law enforcement (highway patrol, major crime investigation, counter-terrorism), licensing and regulation (driver's licenses, concealed handgun permits, private security), and forensic services (crime labs, DNA analysis) to keep roads safe, investigate crimes, and manage essential public safety programs

DPS
Headquarters
5805 North Lamar Blvd.
Austin, TX 78752-4431
Customer Service
512-424-2000

Contact Us (Phone & Email Information)

Driver License
Search for an office: Webpage

Corpus Christi, TX 78410
3506 Twin River Blvd.
361-879-4500

Aransas Pass, TX 78336
919 S. Commercial St.
361-758-8680

Kingsville, TX 78363
100 W. King Ave. Suite 108
361-592-1911

Sinton, TX 78387
1146 E. Market St.
361-364-1956

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ): Is the environmental agency for the State. The central office is in Austin and has 16 regional offices around Texas.

Texas Commission on Environmental Quality
TCEQ Headquarters
12100 Park 35 Circle Austing TX 78753
Switchboard: 512-239-1000

Occupational Licensing

Permits

Region 14, Corpus Christi
Regional Director: Melanie Edwards
500 N. Shoreline Blvd. Ste. 500
Corpus Christi, TX 78401-0318
361-881-6900

Small Business & Local Government Compliance Assistance
Specialists: Veronica Medrano: 361-881-6983
Gabrielle Price: 361-881-6983
Counties: Aransas, Bee, Calhoun, DeWitt, Goliad, Gonzales, Jackson, **Jim Wells**, **Kleberg**, Lavaca, **Live Oak**, **Nueces**, Refugio, **San Patricio**, Victoria

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TEXAS DEPARTMENT OF AGRICULTURE (TDA): Has regulatory and marketing responsibilities and administers more than 50 separate laws. Duties include promoting Texas agricultural products. Is the state consumer protection agency, administering school lunches, regulating the scales used to weigh or measure, and marketing Texas products

Texas Department of Agriculture
Main Headquarter
Stephen F. Austin Building
1700 North Congress, 11th Floor
Austin, TX 78701
512-463-7476 | 800-835-5832

Valley Regional Offices (Region 5)
900-B E. Expressway 83
San Juan, TX 78589
956-787-8866
Counties: Aransas, Brooks, Duval, Jim Hogg, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, San Patricio

Trade and Economic Development (Grants & Services)
TED - supports the agency's mission by administering programs that empower rural communities, encourage healthy lifestyles, protect consumers, and promote production agriculture
Grants & Services Quick Link

Licenses & Registrations

Education & Training

TEXAS DEPARTMENT OF TRANSPORTATION **(TxDOT):** Is responsible for Texas's vast highway system, managing everything from planning and construction to maintenance, while also supporting aviation, public transport, rail, and maritime systems, focusing on safety, congestion reduction, and reliable travel across the state. They handle road design, upkeep, crash records, traffic cameras, and **even operate HERO patrols** for roadside assistance, aiming to connect Texans and keep the state moving efficiently.

TxDoT

Do Business

About TxDot

Corpus Christi District
District Engineer: Mike Walsh, P. E.
1701 S. Padre Island Drive
Corpus Christi, TX 78416
361-808-2660

Counties:
Aransas, Bee, Goliad, **Jim Wells**, Karnes, **Kleberg**, **Live Oak**, **Nueces**, Refugio, **San Patricio**

TEXAS DEPARTMENT OF MOTOR VEHICLES (TxDMV): Administers motor vehicle programs including vehicle registration and titling; vehicle dealer regulation; bus and carrier credentialing for intrastate and interstate commerce; oversize and overweight permit issuance; and grants to law enforcement agencies to reduce vehicle burglaries and thefts.

TxDMV
1-888-368-4689
(Austin) 512-465-3000
Online Services

Forms

Motor Carriers

Register Your Vehicle

Corpus Christi Regional Service Center
602 M. Staples Street, Suite 130
Corpus Christi, TX 78401
361-808-3900

County Tax Offices Supported:
Aransas, Bee, Calhoun, **Duval**, Goliad, Jackson, **Jim Wells**, Karnes, **Kleberg**, **Live Oak**, **McMullen**, **Nueces**, Refugio, **San Patricio**, Victoria

BUSINESS TAX RESPONSIBILITIES

TEXAS STATE COMPTROLLER SALES & USE TAX: State Sales and Use Tax is imposed by the State Comptroller's Office on all retail sales, leases and rentals of most goods, as well as taxable services.

Main Office
Texas Comptroller of Public Accounts
Lyndon b. Johnson State Office Building
111 East 17th Street
Austin, Tx 78774
Webfile eSystems Login

They can also advise you on reporting requirements for your business

Corpus Christi Office
500 N. Shoreline Blvd., Suite 1000
Corpus Chrisi Tx. 78401-0346
361-882-1234
Sales and Use Tax

Taxable Services

Texas Tax forms

FRANCHISE TAX: Filing your **Texas franchise tax report** is an annual requirement for most corporations, LLCs, limited partnerships, and professional associations doing business in the state. The **Annual Franchise Tax Report** is due **May 15th each year. (If** May 15 falls on a weekend or holiday, the due date will be the next business day).

Franchise Tax

Webfile eSystems Login

Franchise Tax Overview

Primary method for filing and paying
Texas Comptroller's Webfile eSystems portal

***NO TAX DUE THRESHOLD*:** In July 2023, the legislature passed Senate Bill 3, which increased the No Tax Due Threshold and eliminated reporting requirements for certain entities. In response, the Comptroller's office has changed the way some entities have to report for franchise tax purposes**.**

No Tax Due Reporting

***PERSONAL PROPERTY TAX*:** Is a locally assessed tax on certain movable, tangible assets that are not permanently affixed to real estate. It is primarily a tax on business property in Texas, as personal household goods and non-business vehicles are exempt**. Check with your local County Office**

Nueces County FAQ Property Tax

Personal Property Tax Guide

WORK OPPORTUNITY TAX CREDIT FOR EMPLOYERS (WOTC): Is a federal tax credit for businesses that hire people having trouble finding jobs. The U.S. Department of Labor (DOL) and the Internal Revenue Service (IRS) regulate the WOTC program together. WOTC's goal is to help people get jobs, earn money and pay taxes**.**

IRS
Work Opportunity Tax Credit

Texas Workforce Commission
Work Opportunity Tax Credit for Employers

INTERNAL REVENUE SERVICE (IRS): The IRS mission is to provide America's taxpayers top quality service by helping them understand and meet their tax responsibilities and to enforce the law with integrity and fairness to all.

IRS Home Page

Filing Information

Employer Identification Number

Tax Information for Businesses

Help -Online, by Phonge or in Person

Call to Schedule Your Appointment – for all locations
(844) 545-5640

Corpus Christi *(Office is currently closed)*
606 N. Carancahua St., Suite 1614
Corpus Christi, TX 78401

Harlingen
1810 Hale Ave.
Harlingen, TX 78550

San Antionio
8122 Datapoint Dr., Suite 210
San Antinio, TX 78229

EMPLOYMENT TAXES: When you have employees, you as the employer have certain employment tax responsibilities that you must pay and forms you must file. Employment taxes include the following: Social Security and Medicare taxes, Federal income tax withholding, and Federal unemployment (FUTA) tax

Employment Taxes

Small Business Online Learning

FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN): You need an EIN if you: Have employees, Will need to pay employment, excise or alcohol, tobacco, and firearms taxes, and Withhold taxes on income, other than wages, paid to a non-resident alien. You also need an EIN to operate some entities.

Employer Identification Number **(EIN)**

Apply online

REPORT BENEFICIAL OWNERS TO FinCEN WHEN REQUIRED: Some corporations, limited liability companies, and other entities may be required to report information on beneficial owners (the people who ultimately own or control the company) to the U.S. Department of the Treasury's Financial Crimes Enforcement Network (FinCEN

Report Beneficial Owner Information

Do not contact the IRS. All inquiries must be directed to FinCEN

TEXAS WORKFORCE COMMISSION: is the state agency charged with overseeing and providing workforce development services to employers and job seekers of Texas.

Texas Workforce Commission
Main Office
101 E. 15th Street
Austin, TX 78778
(800) 628-5115

Administrative Offices
400 Mann St. Suite 800
Corpus Christi, TX 78401
(361) 885-3016

Office of the Chairman & Commissioner Representing Employers
(800) 832-9394

Index for Texas Employers & Personnel Policies

4977 Ayers Street
Corpus Christ, TX 78415
(361) 882-7491

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704 Coyote Trail
Alice, TX 78332
(361) 592-1006

221 S. Calixto Mora Ave.
Falfurrias, TX 78355
(361) 325-9095

1814 South Brahman Blvd
Kingsville, TX 78363
(361) 592-1006

1113 E. Sinton ST SPC D
Sinton, TX 78387
(361) 364-3284

STATE

***TEXAS WORKERS COMPENSATION*: i**s a state government agency that oversees the workers' compensation system, administering laws, resolving disputes, and ensuring injured workers get benefits (like medical care and lost wages) for job-related injuries or illnesses, while also promoting workplace safety and helping people return to work. Key aspects include **voluntary participation** for most, **mandatory reporting for all**, and specific benefits like temporary income and lifetime medical care for those in the system.

***DIVISION OF WORKERS' COMPENSATION* (DWC)**: regulate the **Texas Workers Compensation** and helps resolve disputes for covered employers and their workers, though "non-subscribers" (those without coverage) face different rules and potential lawsuits.

Central Office
Barbara Jordan Building
1601 Congress Ave.
Austin, TX 78701
(512) 804-4000
(800) 252-7031 - Claims & Customer Service

5155 Flynn Parkway, Suite 218
Corpus Christi, TX 78411

***TEXAS DEPARTMENT OF INSURANCE* (TDI):** Regulates the state's insurance industry, protecting consumers by ensuring fair treatment, promoting a competitive market, and enforcing laws, handling everything from licensing agents and companies to investigating fraud, overseeing workers' compensation, and helping resolve consumer complaints about claims, denials, and advertising.

Help by Service

TEXAS GOVERNOR'S COMMITTEE ON PEOPLE WITH DISABILITIES: advise the Governor and Legislature on disability policy, works to ensure equal access to Texans with disabilities focusing on areas like employment, accessibility, education and housing.

Office of the Texas Governor
State Insurance Building
Deliver Address: 1100 San Jacinto, Austin, TX 78701
Mailing Address: P.O. Box 12428, Austin TX 78711-2428
Main Switchboard: (512) 463-2000

TEXAS DRUG-FREE WORKPLACE INITIATIVE: Preventing Substance Use in the Workforce, Under the Drug-Free Workplace Act of 1988, federal workplaces and non-federal workplaces with a federal contract of $100,000 or more or a federal grant in any amount must implement a Drug-Free Workplace Program

Drug-Free Workplace Policy

Texas Guidebook for Employers

TEXAS COMMISSION ON HUMAN RIGHTS: was an agency created in 1983 to enforce anti-discrimination laws in employment and housing, but its functions were transferred to the Texas Workforce Commission (TWC)'s Civil Rights Division (CRD) in 2003. The TWC-CRD now investigates discrimination complaints (race, color, sex, disability, age, religion, national origin, genetic info), provides training, and enforces laws like the Texas Labor Code, Chapter 21 (the Texas Commission on Human Rights Act) and the Texas Fair Housing Act.

Texas Workforce Commission
Civil Rights Division
101 E. 15th Street
Austin, TX 78778
(800) 628-5115

Employer Services Desk
(886) 274-1722

TEXAS HEALTH AND HUMAN SERVICES: manages a vast system of programs and services to improve the health and well-being of Texans, covering areas like Medicaid, SNAP food benefits, CHIP health insurance, and disability services, alongside public health initiatives like disease prevention, licensing, vital records (birth/death certificates), and emergency preparedness, all aiming to connect people to critical care, food, and support. Also known as Texas Health and Human Services Commission (HHSC)

Texas Health and Human Services
Main Headquarters
North Austin Complex
4601 W. Guadalupe St.
Austin, TX 78751-3146
(512) 424-6500

Texas Department of State Health Services
1100 West 49th St.
Austin, Tx 78756-3199
(512) 776-7111

Retail Food Establishments
Email: foodestablishments@dshs.texas.gov
(512) 834-6753

Licensing of Food Hander Training Programs
Email: Food Handler Program

Texas Cottage Food Production

General FAQs

Texas Public Health Region 11
Headquarters
601 W. Sesame Dr.
Harlingen TX 78550
(956) 423-0130

Corpus Christi-Nueces County Public Health District
1702 Horne Rd.
Corpus Christi, TX 78416
(361) 826-7200

Live Oak County Health Department
301 Houston St.
George West, TX 78022
(361) 449-8019

REGIONAL OFFICE'S LOCATION

408 Flournoy Rd. Ste. C-3
Alice, TX 78332
(361) 660-2207

5155 Flynn Pkwy
Corpus Christi, TX
(361) 878-3415

1200 E. Highway 285
Falfurrias, TX 78355
(361) 325-1125

100 W. King Ave.
Kingsville, TX 78363
(361) 221-3008

OCCUPATIONAL SAFETY AND HEALTH CONSULTATION (OSHCON) Program is a free and confidential service available to private Texas employers through the Texas Department of Insurance, Division of Workers' Compensation. Our professional safety and health consultants across the state are available to help you identify and eliminate occupational hazards in your workplace, whether or not your company carries workers' compensation insurance.

Texas Department of Insurance (Workers Compensation)
OSHCON
(800) 252-7031, Option 2

Safety Consultation Staff (*location*)
Corpus Christi & Rio Grande Valley
Kevin Candy (800) 252-7031, Option 7, ext. 31872

OFFICE OF THE GOVERNOR - ECONOMIC DEVELOPMENT & TOURISM DIVISION: within the Office of the Governor, is tasked with marketing and promoting the state of Texas as a premier business location and travel destination. Under Governor Abbott's leadership, our office works closely with regional and community partners to ensure that Texas remains the top state for business in the country.

Texas Economic Development & Tourism Office
P.O. Box 12428
Austin, TX 78711
(512) 936-0100

Governor's Small Business Resource Portal

Small Business Assistance

Permits

FEDERAL

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA): is a U.S. Department of Labor agency ensuring safe and healthy workplaces by setting and enforcing standards, providing training, outreach, education, and technical assistance, all stemming from the 1970 OSH Act to prevent injury and illness. **OSHA covers federal and state-run programs**, offering compliance help and enforcing rules, including the crucial "General Duty Clause" for serious hazards, protecting workers from employer retaliation for using their rights**.**

Occupational Safety and Health Administration
200 Constitution Ave. NW
Washington, DC 20210
(800) 321-6742 (OSHA)

400 Mann Street, Suite 100
Corpus Christi, TX 78401
(361) 888-3420

Help for Employers

U.S. DEPARTMENT OF LABOR (DOL): is a federal executive agency that promotes worker welfare, improves working conditions, and ensures fair employment by administering federal labor laws for wages, safety, benefits (like unemployment), and workforce training, working to guarantee rights for wage earners, job seekers, and retirees. Headed by the Secretary of Labor, it enforces standards like minimum wage, overtime, safety (through OSHA), and addresses discrimination, while also providing vital labor market data through the Bureau of Labor Statistics (BLS).

U.S. Department of Labor
200 Constitution Ave. NW
Washington, DC 20210
(866) 487-2365 (4-USA-DOL)

Texas Workforce Investment Council
1100 San Jacinto, Suite 100
Austin, TX 78701

FAQs and Online Resources

U.S. DEPARTMENT OF LABOR - Wage and Hour Division (WHD): enforces federal minimum wage, overtime pay, recordkeeping, and child labor requirements of the Fair Labor Standards Act. WHD also enforces the Migrant and Seasonal Agricultural Worker Protection Act, the Employee Polygraph Protection Act, the Family and Medical Leave Act, wage garnishment provisions of the Consumer Credit Protection Act, and a number of employment standards and worker protections as provided in several immigration related statutes. Additionally, WHD administers and enforces the prevailing wage requirements of the Davis-Bacon and Related Acts and the Service Contract Act and other statutes applicable to federal contracts for construction and for the provision of goods and services

Wage and Hour Division
San Antonio District Office
10127 Morocco St., Suite 140
San Antonio, TX 78216
(210) 308-4515

Corpus Christi Area Office
606 N. Carancahua St., Suite 618
Corpus Christi, TX 78401
(361) 885-3214

U.S. DEPARTMENT OF LABOR - The Fair Labor Standards Act (FLSA): is a U.S. federal law establishing minimum wage, overtime pay (time-and-a-half for over 40 hours/week), recordkeeping, and youth employment standards, covering most private and public sector workers. Enforced by the Department of Labor, it sets the federal minimum wage at $7.25/hour (though state laws may set higher) and prohibits oppressive child labor, defining rules for exempt/non-exempt status and required work hour documentation**.**

Wages and the Fair Labor Standards Act

U.S. CITIZENSHIP & IMMIGRATION SERVICES (USCIS): is the federal agency a component of the Department of Homeland Security (DHS) that oversees lawful immigration to the United States, administering benefits like green cards, work permits, and naturalization, while also managing immigration fraud detection and verification. Its core mission is to manage the nation's immigration system, processing applications for temporary visas, permanent residency, citizenship, and humanitarian relief, ensuring a lawful and orderly process.

U.S. Citizenship and Immigration Services
You may have to wait to speak to a USCIS Contact Center representative by phone. Please try our online tools first.

Request an Appointment Online

Automated Help
(800) 375-5283

San Antonio (SNA)
20760 North US Highway 281
San Antonio, TX 78258

Application Support Center
San Antonio
2000 SE Loop 410, Suite 115
San Antonio, TX 78220-4924

***ASYLUM OFFICE*:** a government agency responsible for processing asylum applications for individuals seeking protection in a country due to fear of persecution in their home country

Houston – Asylum Office
16855 Northchase Drive, Second Floor
Houston TX 77060
(281) 248-5500

Employment Based Forms
All applications are found on-line
(I-9, Employment Eligibility)

OFFICE ON THE AMERICANS WITH DISABILITIES ACT (ADA): The Equal Employment Opportunity Commission (EEOC) (for employment) and the U.S. Department of Justice (DOJ) (for public accommodations/state/local government) are the primary federal agencies that enforce the Americans with Disabilities Act (ADA). They provide technical assistance, guidance, and handle complaints to ensure equal opportunity and access.

Americans with Disabilities Act (ADA)
Office of the Texas Governor
Austin, TX 78711
(512) 463-2000

Quick Links
Local Disability Committees

Local Committee Resources

U.S. DEPARTMENT OF JUSTICE (DOJ) CIVIL RIGHTS DIVISION: enforces federal laws that prohibit discrimination and protect constitutional rights across the US, focusing on race, sex, disability, religion, national origin, and familial status. It investigates, litigates, and prosecutes cases involving fair housing, voting rights, policing, hate crimes, human trafficking, and educational access.

Civil Right Division
950 Pennsylvania Avenue, N. W.
Office of the Assistant Attorney General, Main
Washington, D.C., 20530
(202) 514-3847

U.S. DEPARTMENT OF AGRICULTURE (USDA): develops federal policy on farming, agriculture, and food, while conserving natural resources, promoting trade, and reducing hunger. It supports rural communities, ensures food safety through inspection, and conducts agricultural research. Key activities include providing financial assistance to farmers, managing nutrition programs, and protecting working lands.

U. S. Department of Agriculture (USDA)
1400 Independence Ave., S.W.
Washington, DC 20250

Texas Rural Development State Office
101 South Main Street, Suite 102
Temple, TX 76501
(254) 742-9700

Alice Service Center
711 East Main Street
Alice, TX 78332
(361) 668-8361 ext. 4

Robstown Service Center
548 S. HIGHWAY 77 STE B
Robstown, TX 78380-4313
(361) 387-2533 ext. 2

Rural Development
Serving Nueces County
Roel Gomez, Area Director
(956) 383-4928 x 4

Farm Service Agency
Patrick Reynolds, County Executive Director
(361) 387-233 x 2

Christina Raquel Escobedo, Farm Loan Manager
Email: christina.escobedo@usda.gov

USDA RURAL DEVELOPMENT (DR): boosts rural America's economy and quality of life by providing loans, grants, and loan guarantees for housing, community facilities, businesses, utilities, and infrastructure like broadband, helping residents, businesses, and communities thrive through investments in critical services and economic opportunities.

USDA Rual Development

Rural Development

Agencies
Rural Business Cooperative Service, Rural Housing Service and Rural Utilities Service

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U.S. DEPARTMENT OF TRANSPORTATION (DOT): ensures a safe, fast, efficient, and accessible national transportation system covering air, sea, and land. It sets safety regulations, manages infrastructure funding for highways, bridges, and transit, and develops policies to improve mobility and economic growth.

U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590
(855) 368-4200

DOT Customer Service Center
(202) 366-4000

US Department of Transportation Administrations

U.S. DEPARTMENT OF TRANSPORTATION – FEDERAL HIGHWAY ADMINISTRATION (FHWA): is a U.S. Department of Transportation agency that ensures safe, efficient, and innovative highway transportation. It provides financial and technical assistance to state and local governments for building, maintaining, and improving the National Highway System (interstates, bridges, tunnels).

Federal Highway Administration
1200 New Jersey Avenue, SE
Washington, DC 20590
(202) 366-4000

Texas Division Federal Highway Administration
300 East 8th Street, STE 826
Austin TX 78701
(512) 536-5900

***FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)*:** a U.S. Department of Transportation (.gov) agency, regulates the trucking and bus industries to reduce crashes, injuries, and fatalities involving large commercial vehicles. It enforces safety regulations, issues operating authority (USDOT numbers), sets driver/equipment standards, and targets high-risk carriers.

Federal Motor Carrier Safety Administration
(800) 832-5660

Texas Division
300 E 8th Street Suite 130
Austin TX 78701
(512) 916-5440

Driver Resource Hub

Office of Registration

Commercial Driver's License Program

Reminder: FMCSA does NOT issue Commercial Licenses (CDL). State Governments are responsible for issuing CDLs.

U.S. DEPARTMENT OF HEALTH & HUMAN SERVICES: protects Americans' health and provides essential human services, overseeing over 100 programs for public health, medical research (like NIH), disease prevention (like CDC), food and drug safety (like FDA), health insurance (Medicare, Medicaid), and social services for families, children, and the elderly. It works with state and local governments to improve overall well-being through health promotion, care, and scientific advancement.

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Washington, D. C. 20201
(877) 696-6775

Health Insurance

Social Services

U.S. COPYRIGHT OFFICE: a part of the Library of Congress, administers national copyright laws by registering creative works, maintaining public records of ownership, and advising Congress on policy. It facilitates statutory licensing, processes copyright transfers, and provides resources to protect authors' rights in musical, literary, and artistic works.

U.S. Copyright Office
101 Independence Ave. SE
Washington, D.C. 20559-6000
(202) 707-3000
(877) 476-0778

U.S. PATENT & TRADEMARK OFFICE (USPTO): grants patents for new inventions, registers trademarks to protect brands, and serves as a federal agency to promote innovation, competitiveness, and economic growth by protecting intellectual property (IP) for innovators and businesses in the U.S. and globally. They provide resources, education, and handle the examination and issuance of patents (utility, design, plant) and trademarks, ensuring proper protection for ideas and brands.

U. S. Patent and Trademark Office

McKinney Engineering Library
University of Texas at Austin
101 E. 21st St.
Stop S5456
Austin, TX (512) 495-4503

University Library, University of Texas Rio Grande Valley, Edinburg Campus
1201 West University Drive
Edinburg TX
(956) 665-2755

THE FEDERAL COMMUNICATIONS COMMISSION (FCC): responsible for regulating interstate and international communications via radio, television, wire, satellite, and cable. The FCC protects consumers by enforcing rules on robocalls, promoting broadband access, and ensuring fair competition in the communications industry**.**

Federal Communication Commission
45 L Street NE
Washington, DC 20554
(888) 225-5322
1 844-432-2275 (ASL Video call)

About the FCC

Licensing Information

U.S. NUCLEAR REGULATORY COMMISSION (U.S.NRC): is an independent agency established in 1974 that regulates civilian use of nuclear materials to protect public health, safety, and the environment. It licenses nuclear power plants, manages radioactive waste disposal, and inspects facilities to ensure compliance with safety and security regulations.

U. S. Nuclear Regulatory Commission
NRC Storage & Distribution Facility
4934 Boiling Brook Parkway
Rockville, MD 20852
(800) 368-5642
(301) 415-7000

Contact Us

NRC Regions
Region IV
Arlington, TX

NATIONAL OCEANIC & ATMOSPHERIC ADMINISTRATION (NOAA): is a U.S. federal agency within the Department of Commerce that monitors, researches, and predicts changes in the Earth's environment. Its core functions include providing daily weather forecasts and severe storm warnings, managing fisheries, charting oceans, mapping the seafloor, and protecting coastal ecosystems.

NOAA
1401 Constitution Avenue NW, Room 5128
Washington, DC 20230

Tools and Resources

NOAA FISHERIES (NATIONAL MARINE FISHERIES SERVICE): manages, conserves, and protects living marine resources and their habitats within 200 miles of the U.S. coast. Using science-based approaches, the agency ensures sustainable fisheries, safe seafood, and the recovery of endangered species like whales and turtles. They enforce over 40 federal laws and international treaties.

NOAA Fisheries
1315 East-West Highway
Silver Spring, MD 20910

Contact Directory

Fishing Permits and Licenses

Southeast Regional Office
263 13th Avenue South
St. Petersburg FL 33701
(727) 824-5301

INTERNATIONAL TRADE
(Exporting & Importing)

ASBDC - INTERNATIONAL TRADE CENTER (UTSA): The UTSA SBDC International Trade Center delivers real-world information and expertise on how to be successful in global trade. Companies can choose from a wide variety of market-specific or trade skills programs that are conducted by industry experts, provide strategic contacts, and deliver a high level of take-away value that you can immediately apply.

ASBDC - INTERNATIONAL TRADE CENTER (UTSA

Online Export Tutorials

Partner Trainings

NASBITE Trade Passport Trainings

International Business & Technology Resources & Training

TEXAS INTERNATIONAL BUSINESS & TRADE helps Texas companies to do business internationally and helps foreign companies expand or relocate to the Lone Star State. The division's initiatives include the Governor's Texas Export Assistance Program, which includes virtual and in-person trade events around the globe. The State of Texas Mexico Office (STMO) markets Texas as the premier business investment destination for Mexican companies looking to invest in the state and helps Texas businesses export to Mexico.

Texas Economic Development & Tourism Office

International Business & Trade

Trade and Export

Develop An Export Plan

INTERNATIONAL TRADE ADMINISTRATION (ITA): part of the U.S. Department of Commerce, strengthens U.S. industry competitiveness, promotes exports, and ensures fair trade. It helps U.S. businesses access international markets, defends against unfair trade, and attracts foreign investment.

ITA

Learn How To Export

Export Solutions

Introductory Services – Plan and Assess

U.S. Commercial Service San Antonio

615 East Houston Street, Suite 207
San Antonio, TX 78205
Michael Rosales, Director (210) 472-4020
Nathalie Jeudy, International Trade Specialist (210) 472-4020
Territory: East San Antonio over to Corpus Christi,
Counties: Aransas, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, San Patricio.

U.S. CUSTOMS and BORDER PROTECTION (CBP): is the nation's primary border control agency, responsible for managing, securing, and controlling U.S. borders, ports of entry, and coastal waters. It enforces customs, immigration, and agricultural laws, intercepts illegal contraband, and facilitates legitimate trade and travel.

U.S. Customs and Border Protection
(887) CBP-5511

Contact Us

Trade

E-Commerce

FEDERAL MARITIME COMMISSION (FMC): is an independent agency regulating U.S. international ocean transportation to ensure a competitive, reliable, and fair supply chain. It protects exporters, importers, and consumers by monitoring carrier agreements, enforcing shipping laws, licensing ocean transportation intermediaries, and addressing unfair detention/demurrage fees

FMC
800 North Capitol Street, N.W.
Washington, D.C. 20573
inquiries@fmc.gov

Bureaus and Offices

Licensing and Certification

BUREAU OF ALCOHOL, TOBACCO, FIREARMS & EXPLOSIVES (ATF): is a federal law enforcement agency within the U.S. Department of Justice that protects the public by investigating and preventing crimes involving illegal firearms trafficking, explosives, and arson. They regulate the firearms/explosives industries, enforce federal laws, and assist in stopping violent crime.

ATF

International Offices

Licensing and Other Services

Houston Field Division

U.S. FISH & WILDLIFE SERVICE **(USFWS)**: is the primary federal agency dedicated to conserving, protecting, and enhancing fish, wildlife, plants, and their habitats for the American public. It manages the National Wildlife Refuge System, enforces federal wildlife laws, protects endangered species, and manages migratory birds.

U.S. Fish & Wildlife Service

Importing and Exporting

Do I Need a Permit?

ALCOHOL and TOBACCO TAX and TRADE BUREAU (TTB): is a U.S. Department of the Treasury agency that enforces laws regarding the production, taxation, and labeling of alcohol, tobacco, and related commodities. It collects over $20 billion annually in federal excise taxes, processes industry permits, and regulates marketing to prevent consumer deception and unfair trade practices.

TTB U.S. Department of the Treasury

FAQs

Permits Online Customer Page

TEXAS COMPTROLLER
FREQUENTLY CALLED NUMBERS

Help with…	Phone
Sales and Use Tax	800-252-5555
Franchise Tax	800-252-1381
Electronic Reporting and Webfile Technical Support	800-442-3453
911 Emergency Service/Equalization Surcharge	800-252-5555
Ag/Timber Registration	800-862-2260
Retailer Inventory Tracking System (RITS)	512-463-0959
Automotive Oil Fee	800-252-5555
Bank Franchise Tax	800-252-1381
Bankruptcy	512-463-4510
Battery Fee	800-252-5555
Boat and Boat Motor Sales Tax	800-252-5555
Cable/Internet/Telecom Rebate	844-519-5671
Cement Tax	800-531-5441 ext. 3-4276
Centralized Master Bidders List (CMBL)	512-463-3459
Certificates of Account Status/Good Standing	800-252-1386
Cigarette, Cigar and/or Tobacco Products	800-862-2260
Coastal Protection Fee	800-252-1384
Coin-Operated Machine Tax	800-862-2260
Collections	800-252-8880
Controlled Substance Tax	800-531-5441 ext. 3-3901
Court Costs/Fees	800-531-5441 ext. 3-4276

Help with…	Phone
Crude Oil Production Tax	800-252-1384
Customer Service Liaison	888-334-4112
Customs Broker	800-252-5555
Eminent Domain	844-519-5676
Español	800-252-7875
Fax on Demand	800-531-1441
Fireworks Tax	800-252-5555
Franchise Tax Texas Nexus Questionnaire	512-463-4402
Fuels Tax	800-531-5441 ext. 3-3678
GETPUB: To Order Forms & Publications	800-252-1389
Hotel Occupancy Tax	800-252-1385
Historically Underutilized Business Program (HUB)	1-888-863-5881
International Fuel Tax Agreement (IFTA)	800-531-5441 ext. 3-3678
Insurance Tax	800-252-1387
Interest Earned on Sales Tax	800-531-5441 ext. 3-4276
Interest Rate	877-447-2834
LG Decals	800-252-1383
Liens	512-463-4500
Manufactured Housing Tax	800-531-5441 ext. 3-4276
Miscellaneous Gross Receipts Taxes	800-531-5441 ext. 3-4276
Mixed Beverage Tax	800-252-5555
Motor Vehicle Registration Surcharge	800-252-1382

Help with…	Phone
Motor Vehicle Sales Surcharge, Rental and Seller Financed Sales Tax	800-252-1382
Natural Gas Production Tax	800-252-1384
Off-Road, Heavy-Duty Diesel Equipment Surcharge	800-252-5555
Officer and Director Information	800-252-1386
Oil Well Servicing Tax	800-531-5441
Oyster Fee	800-252-5555
Password Assistance - Webfile	800-442-3453
Password Assistance - EIS (click link for full listing)	various
Penalty Waivers – Audit Related	800-531-5441 ext.3-3900
Penalty Waivers – Non-Audit Related	800-531-5441 ext. 3-4560
Penalty Waivers – (Noncompliance EFT/ER Penalties) – Electronic Reporting	800-442-3453
Petroleum Products Delivery Fee	800-252-1383
Property Tax	800-252-9121
Qualified Research Exemptions	800-531-5441 ext. 3-3731
School Fund Benefit Fee	800-252-1383
Search State Payments Issued	800-531-5441 ext.6-8138
Tax Practitioners	800-248-4093
TeleFile: To File by Phone	888-434-5464
Term Contracts	512-463-3034
Texas Tomorrow Fund	800-445-4723
Tobacco Outdoor Advertising	800-531-5441 ext. 3-4276
TXMAS Contracts/Sales Reporting	512-463-3034 option 3

Help with…	Phone
Unclaimed Property Claimants	800-321-2274
Unclaimed Property Holders	800-321-2274 Option 2
Voluntary Disclosure Agreement (VDA)	800-688-6829
Webfile	800-442-3453